

**TOWN OF ELSMERE
PLANNING COMMISSION
MEETING MINUTES**

**Revised
May 6, 2014
6:30 P.M.**

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

ROLL CALL:

| | | |
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| CHAIRMAN | CHARLES LINDELL | PRESENT |
| COMMISSIONER | ROBERT ANDERSON | PRESENT |
| COMMISSIONER | LEON BACKER | PRESENT |
| COMMISSIONER | ANDREW FAVREAU | PRESENT |
| COMMISSIONER | ERIN L. HURST | EXCUSED |
| COMMISSIONER | MARIANNE SKIPSKI | PRESENT |
| COMMISSIONER | ROBERT SWAIN | EXCUSED |

APPROVAL OF MINUTES:

Approval of the Minutes from the April 8, 2014 Planning Commission Meeting

ACTION: Commissioner Backer made a motion to approve the Minutes from the April 8, 2014 Planning Commission Meeting. The motion was seconded by Commissioner Favreau.

VOTE: 5 in favor and 2 absent Motion carried

Lindell – Yes, Backer – Yes, Swain – Absent, Anderson – Yes, Skipski – Yes,
Hurst – Absent, Favreau – Yes

OLD BUSINESS:

None

NEW BUSINESS:

Review Petition 14-04 Tax Parcel # 1900-400-793

The applicant, Ken Ralsten, described the single family dwelling proposed to be building on the vacant lot at 0 Locust Ave. The single family dwelling would also include a basement. Code Officer Brian Swift stated that the Code Department would require a sidewalk to be installed. Commissioner Favreau asked whether any trees would be cut down. Mr. Ralsten stated that one tree would be cut down for construction. The applicant also stated that the home will either be rented or sold.

Councilman Kacperski spoke in support of the petition.

ACTION: Commissioner Skipski made a motion to approve Petition 14-04 to construct the proposed single family dwelling at 0 Locust Ave. The motion was seconded by Commissioner Favreau.

VOTE: 5 in favor and 2 absent Motion carried

Lindell – Yes, Backer – Yes, Swain – Absent, Anderson – Yes, Skipski – Yes,
Hurst – Absent, Favreau – Yes

Review Petition 14-05 Tax Parcel # 1900-500-138

The applicant, Wandaliz Ortiz, stated that she wishes to rent the building at 702 Kirkwood Hwy to operate a small ministry that currently has 10 members. The ministry will meet on Tuesday and Friday evenings and Sunday afternoon. Town Manager John Giles reviewed a set of documents presented by Ms. Ortiz and stated that the documents included Articles of Incorporation. However, they did not include the required Charter and By-Laws.

Chairman Lindell asked about on-site parking. Carmen Thompson, an employee of the property owner, stated that she believes there is enough parking in the back. Chairman Lindell noted that the parking in the back is located on a different parcel and belongs to 702B Kirkwood. Town Manager Giles stated that the subject parcel currently has two parking spots. Ms. Thompson stated that the three adjacent properties are owned by the same property owner and he is willing to assign parking.

Elsmere resident Mark Sheldon spoke against the petition based on concerns about overflow parking on Ohio Ave.

ACTION: Commissioner Anderson made a motion to recommend approval of Petition 14-05 to the Board of Adjustment as stated. The motion was seconded by Commissioner Skipski.

ACTION: Commissioner Anderson made an amended motion to include the Charter and By-Laws as a requirement. The motion was seconded by Commissioner Skipski.

VOTE: 2 in favor, 3 opposed and 2 absent Motion denied

Lindell – No, Backer – No, Swain – Absent, Anderson – Yes, Skipski – Yes,
Hurst – Absent, Favreau – No

Review Petition 14-06 Tax Parcel # 1900-100-076

The applicant, Shawn Lyons, stated that he wishes to install a full size driveway and expand the existing concrete strips. Mr. Lyons stated that he only recently learned that the property is located in the flood zone and he has not had a problem with standing water.

Town Manager John Giles stated the applicant would have to prove the petition will not have any impact on flood runoff.

Commissioner Backer asked about pervious and impervious materials. Town Manager Giles stated that the Town will recommend approval of a system that does not impact flood water and that the Town is bound to the flood plain regulations unless there is proof that the petition will not affect it.

ACTION: Commissioner Favreau made a motion to recommend denial of Petition 14-06 due to flood plain regulations. The motion was seconded by Commissioner Anderson.

VOTE: 4 in favor, 1 opposed and 2 absent Motion carried

Lindell – Yes, Backer – No, Swain – Absent, Anderson – Yes, Skipski – Yes,
Hurst – Absent, Favreau – Yes

Review Petition 14-07 Tax Parcel # 1900-400-412

Mary Armbrust spoke on behalf of the applicant, Robert Andruzzi. Ms. Armbrust stated that the applicant's driveway is in need of repair and an expansion of the existing driveway is requested due to safety, security, and health reasons. The applicant would like to expand the driveway by an additional 180 sq. ft. to accommodate a second car. Ms. Armbrust stated that he suffers from health issues and presented a letter from the applicant's doctor, Exhibit 14-07S, stating that the driveway expansion would be helpful due to his medical conditions.

Chairman Lindell noted several letters of endorsement included in the petition.

Elsmere resident, Coy Snow, spoke in support of the petition.

Mayor Steve Burg stated that he has not received any opposition to the petition.

Councilman Robert Kacperski spoke in support of the petition and stated that safety is an issue due to the location of the property.

ACTION: Commissioner Backer made a motion to recommend approval of Petition 14-07 based on medical needs. The motion was seconded by Commissioner Skipski.

VOTE: 4 in favor, 1 opposed and 2 absent Motion carried

Lindell – Yes, Backer – Yes, Swain – Absent, Anderson – Yes, Skipski – Yes,
Hurst – Absent, Favreau – No

ITEMS SUBMITTED BY CHAIRMAN AND BOARD MEMBERS:

None

PUBLIC COMMENT:

None

ADJOURNMENT:

ACTION: Commissioner Backer made a motion to adjourn the meeting. The motion was seconded by Commissioner Skipski.

VOTE: 5 in favor and 2 absent Motion carried

Lindell – Yes, Backer – Yes, Swain – Absent, Anderson – Yes, Skipski – Yes,
Hurst – Absent, Favreau – Yes

At this time, the meeting was adjourned.

These minutes summarize the agenda items and other issues discussed at the May 6, 2014 Planning Commission Meeting. Votes are recorded accurately. The audio tape(s) of this meeting will be available at Town Hall for a period of two years from the date these minutes are approved. The audio tape(s) may be reviewed at Town Hall by appointment and in accordance with the Freedom of Information Act.

CHARLES LINDELL, CHAIRMAN

LEON BACKER, SECRETARY